

Results Driven Meetings

If you could save 30% of your Staffs time spent preparing and attending meeting's, how much would that add to your business effectiveness and therefore to your bottom line?

Please read the following and really consider the answers.

How many meetings do you and your colleagues attend?

How many of those meetings took longer than they needed to?

How many of those meetings did you *really* need to be at?

How many of those meetings met the original declared outcome?

“Results Driven Meetings” is a simple one day programme developed to provide attendees with an increased understanding of what is needed to organise and manage meetings focussed on enhancing personal and business performance. And at the same time adding to the bottom line.

Meetings are a necessary and important part of business, Yet, important as they are, they seem to have a tendency to get high jacked by countless distractions, insufficient or unnecessary information and the propensity to start and finish late. The outcome of which tends toward more meetings, the negative motivation of attendees and the slowing down internal decision making.

How might you and your business benefit from the programme?

A 30% saving in the time spent preparing and attending meetings from a business that supports and insists that the processes taught are implemented.

The time saved by staff only attending those meetings necessary to their role or current objectives.

The motivation of teams who know that when they attend meetings there is a good reason for doing so, and that the output from the meeting is useful to the business.

An increase in effective, relevant information flow.

Results Driven Meetings

During the “**Results Driven Meetings**” programme attendees will be shown:

What it means to set the frame of a meeting, increasing the likelihood that participants will know the purpose of their being there and arrive with the concise information requested.

How to present instruction to take action that is understood.

What type of questions to ask to ensure that incoming information is useful and pertinent to the topic and the meeting.

When and how to put a halt to an irrelevant conversation and accomplish it in a way that is acceptable to participants.

The benefits to all of implementing a consistent meeting structure.

To communicate in such a way as to enable precise, effective information flow throughout the business.

Results Driven Meetings

is a one day programme that presents a simple meeting structure, and tools, that can save Time, save Money and increase the efficiency of your business.

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Another Point Of View

Because People are your Business, aren't they?